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3 **Sonoma County Library**  
4 **Minutes of the Library Commission**

5 **September 6, 2006**  
6

7 **Note: M/S/C = Moved/Seconded/Carried**  
8

9 **CALL TO ORDER**

10  
11 The Sonoma County Library Commission met in regular session. Commissioner  
12 Murphy called the meeting to order at 7:02 p.m. in the Board Room of the Santa Rosa  
13 Central Library.  
14

15 Commissioners present: Bennett, Bertucci, Calsy, Hintereder, Lynch, and Murphy.  
16 Commissioner Kunde arrived later in the session.  
17

18 Also present: Director Sandy Cooper; Administrative Services Manager Elissa  
19 Alfano; Technical and Support Services Manager Jim Rosaschi; Public Services  
20 Manager Kiyo Okazaki; Human Resources Manager Sally Brian; Interim Branch  
21 Manager Del Guidinger and Administrative Aide Pat Cheek. A list of additional  
22 attendees is attached.  
23

24 **ANNOUNCEMENTS AND INTRODUCTIONS**  
25

26 Director Cooper introduced and welcomed the Library and auditing firm.  
27

28 Commissioner Hintereder asked that a discussion about the future of the Fund  
29 Development Program be on the agenda for the October 4, 2006 meeting. Director  
30 Cooper said that she would include it.  
31

32 **APPROVAL OF MINUTES** – Regular meeting of August 2, 2006, and the Special meeting  
33 of August 14, 2006.  
34

35 M/S/C (Bertucci/Hintereder) approved the minutes of the August 2, 2006 regular  
36 meeting as presented. Unanimous.  
37

38 M/S/C (Lynch/Calsy) approved the minutes of the August 14, 2006 special meeting  
39 as presented.  
40

41 **AYES: 4 NO: 0 ABSTAIN: 2 ABSENT: 1**  
42

43 **CORRESPONDENCE**  
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45 The Commission reviewed the folders, which included newspaper clippings and  
46 upcoming Library events. There were no items in the correspondence folder.  
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Director Cooper also circulated an invitation to Facilities Coordinator Jim Fullmer's retirement luncheon on September 18 at 11:30 a.m. and assured the Commission that she would make sure that they receive invitations to all the staff retirement parties.

### PUBLIC APPEARANCE

There were no public appearances.

### CONSENT CALENDAR

#### 6.1 Claims of \$7,000 or more.

6.1.1 Claim #1: OJ 07 21418 SirisDynix \$97,568.37 - Annual Hardware and Software Maintenance for Horizon

6.1.2 Claim #2: OJ 07 21519 Etherington Conservation Services \$16,360.88 - History and Genealogy Map Restoration (Purchased with a gift from the Santa Rosa Friends)

6.1.3 Claim #3: OJ 07 21569 Jeanne Goodrich Organizational Assessment Project \$11,455.22 – Fees and expenses for Organizational Assessment First Site Visit

6.1.4 For information only (already paid because original invoice was not received and payment was overdue): OJ 07 21559 Western Truck Parts and Equipment \$39,667.10 - Second Book Delivery Vehicle

#### 6.2 Acknowledge August 2006 Management Report

Commissioner Hintereder asked about the report from Page & Moris on seismic retrofitting for buildings and shelving. She asked if all facilities were up to code. Director Cooper responded that shelving in several branches currently does not meet the seismic standards, and she is collecting information on federal and state grants that may be available to help fund earthquake mitigation needs.

Commissioner Hintereder added that she appreciated the information provided in the Sonoma County Library Management Report – *Notes on the Change and Transition*; however, she would like to see a summary of the reorganization action taken by the Commission. Director Cooper said she would compile a summary.

#### 6.3.1 Resolutions honoring retirees

6.3.1 Resolution 825: Jody Orlick (retiring September 30, 2006)

6.3.2 Resolution 826: Jim Fullmer (retiring September 18, 2006)

Commissioner Bertucci asked when the retirement parties for Jim Fullmer and Jody Orlick were. Director Cooper responded that Jim Fullmer's retirement luncheon was scheduled for Monday, September 18 at 11:30 in the staff lounge at the Central Library and there is a tea honoring Jody Orlick Sunday, October 1 at 11:30 in the Forum Room at the Central Library.

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There were no objections, so Commissioner Murphy declared the Consent Calendar items approved.

**ACTION ITEMS BY MOTION**

7.1 Resolution Requesting Fund Transfer 2006-07

M/S/C (Lynch/Bertucci) to adopt the resolution requesting fund transfers for fiscal year 2006-2007.

The resolution requires a roll call vote:

Vote:	Murphy	Aye
	Bennett	Aye
	Bertucci	Aye
	Calsy	Aye
	Hintereder	Aye
	Kunde	Absent
	Lynch	Aye

AYES: 6 NOES: 0 ABSENT 1 ABSTAIN: 0

**CHANGE IN THE ORDER OF THE AGENDA**

The Commission asked the Director to schedule closed sessions later in the agenda in consideration of any observers, beginning with this meeting.

Because of her late arrival, Commissioner Kunde chose to abstain from the vote.

M/S/C (Bennett/Hintereder) moved that agenda items Closed Session #8 and Open Session #9 follow Library Advisory Board #11.

AYES: 6 NOES: 0 ABSENT 0 ABSTAINED: 1

**DISCUSSION ITEMS**

An opportunity for members of the Commission and the Library Director to discuss specific topics

10.1 Briefing on ergonomic issues and Workers' Compensation costs.

Human Resources Manager Sally Brian reviewed a summary report on ergonomics, repetitive motion injuries (RMI) and Workers' Compensation costs. Ms Brian noted that the Library has not complied with the state's ergonomics standards and requirements. Ms. Brian urged the Commission to be aware of the issues and the need to support remedies as the Library's management takes action in the future to deal with these issues.

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2 Ms. Brian noted that the same issues have surfaced in the initial reports  
3 provided by Jeanne Goodrich for the Organizational Assessment and the Page  
4 +Moris Branch Improvements Project.  
5

6 Ms. Brian concluded by saying that the benefits of addressing these  
7 ergonomic issues would be the health and safety of the Library's most  
8 important resource and largest investment, staff. In addition, the Workers'  
9 Compensation claims and rates would more than likely decrease.  
10

### 11 10.2 Facility planning reports:

#### 12 10.2.1. Southwest Santa Rosa Region:

- 13 • Director Cooper reported she had recently met with Santa Rosa Assistant  
14 City Manager/Director of Recreation & Parks Marc Richardson to discuss  
15 the planning process. She added that the next Project Management Team  
16 meeting would be on September 14.  
17  
18  
19

#### 20 10.2.2 Northwest Santa Rosa Region:

- 21 • Commissioner Calsy reported that he attended the September 5 Northwest  
22 Community Park Planning Committee meeting, which included a tour of  
23 the Comstock Middle School and the park. The next meeting is scheduled  
24 for September 26.  
25  
26

#### 27 10.2.3 Sebastopol:

- 28 • Commissioner Lynch reported that there were no major updates from  
29 Sebastopol. She added that the Town Council liaison attended the August  
30 28 Library Advisory Board meeting and discussed planning for the  
31 Northeast quadrant. He asked the group about their position on having a  
32 new library in the Northeast, and they replied that they were open to  
33 considering all options.  
34  
35

#### 36 10.2.4 Sonoma Valley:

- 37 • Commissioner Kunde reported that on September 18 the Friends of the  
38 Sonoma Valley Library and the Sonoma Valley Library Advisory Board  
39 would hold another joint meeting with consultants Page & Moris to review  
40 the cost of the recommended improvements, and set priorities for the  
41 current facility.  
42  
43

#### 44 10.2.5 Windsor:

- 45 • Commissioner Bennett reported that the Town of Windsor held a  
46 Community Planning meeting on August 23 to discuss potential uses for a  
47 revised Keiser Park master plan. The Library was one of the options  
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2 considered. Director Cooper noted that participants support a new library but  
3 indicated informally that they preferred to keep it on the Town Green.

### 4 5 10.3 Financial reports:

#### 6 7 10.3.1 Claims for \$2,000 or more paid since August 2, 2006

- 8  
9
- 10 ■ J021471 and J021472, Airco Commercial.  
11 Are they duplicate claims? Director Cooper responded that they are  
12 not duplicates but rather two separate service contracts for different  
13 services for different facilities.
  - 14 ■ J021547, Grainger – Janitorial supplies.  
15 Doesn't Dun-Rite Maintenance Company provide supplies? They do.  
16 The items purchased are paper products used by the staff and in our  
17 public restrooms.
  - 18 ■ J021567, Dun-Rite Maintenance.  
19 What does extra janitorial services include? Director Cooper  
20 responded additional janitorial services were provided during the  
21 transition of Jim Martin's retirement.
- 22  
23

#### 24 10.3.2 Fiscal year 2006-2007 year-to-date revenue and expenditure reports

- 25
- 26 ■ 1000-1266-Taxes. Do we have an amount for September?  
27 Administrative Services Manager Elissa Alfano responded, that we do  
28 not.
- 29

## 30 LIBRARY ADVISORY BOARDS

31  
32 11.1 Commissioner Bennett deferred action on Windsor Library Advisory  
33 Board applications until the October 2006 meeting.

34  
35 Commissioner Calsy announced that Santa Rosa Library Advisory Board  
36 member Wallace Trujillo would be moving out of the area and is resigning his  
37 Board position.

## 38 39 CLOSED SESSION

40  
41 8.1 Conference with agency labor negotiator (Brown Act, §54957.6)  
42 Agency negotiator: Human Resources Manager Sally Brian  
43 Employee organization: SEIU Local 707

## 44 45 OPEN SESSION

46  
47 9.1 Commissioner Murphy reconvened the Commission in Open Session at 8:55 p.m.  
48 He reported that the Closed Session convened at 8:05 p.m. in the Central Santa  
49 Rosa Library Board Room. Commissioners present: Bennett, Bertucci,

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2 Calsy, Hintereder, Kunde, Lynch and Murphy. Also present: Director Cooper;  
3 Will Soper of Beels, Soper & Frei LLP; Human Resources Manager Sally Brian;  
4 and Administrative Services Manager Elissa Alfano.  
5

6 During the closed session, the Commission discussed the negotiations relating to  
7 the sick leave conversion. A number of proposals were presented, and the  
8 Commission provided direction to the agency negotiator.  
9

10 The Commission received and reviewed informational material that pertained to  
11 the termination of a Sonoma County Library employee. No action was taken.  
12

### 13 **DIRECTOR'S INFORMATION ITEMS**

#### 14 12.1 Director Cooper reported:

- 15 • That the Special Commission Workshop on Friday, September 15 would  
16 begin at 11:30 a.m. at the Rohnert Park/Cotati Branch with lunch,  
17 followed by the workshop session.
- 18 • That the Director's Administrative Council changed the previous policy  
19 that transferred 15% of all donations for materials to cover the cost of  
20 processing. This means that 100% of each such gift goes into the  
21 materials budget.
- 22 • The Special Commission Workshop conflicts with the dedication of the  
23 new Santa Rosa Junior College Library. Pat Cheek will contact the college  
24 and decline all invitations with regrets.  
25  
26  
27

### 28 **COMMISSION MEMBER INFORMATION ITEMS**

#### 29 13.1 Commissioner Bennett reported:

- 30 • That Branch Manager Anne Marie Murphy has returned following foot  
31 surgery, and everyone is glad to have her back.
- 32 • The 10-year anniversary of the Windsor Library is coming up. A  
33 celebration is being planned for early November.
- 34 • That Healdsburg's Branch Manager Catherine Martin will be visiting local  
35 school classrooms and presenting information to students about the  
36 important role of the Library in the community and its benefits for  
37 students and patrons.  
38  
39

#### 40 13.2 Commissioner Lynch reported:

- 41 • That the Guerneville Regional Library is celebrating its 25<sup>th</sup> Anniversary  
42 celebration on September 16. At the celebration, they will dedicate the  
43 Forum Room to Ms. Margaret Boynton.  
44

#### 45 13.3 Commissioner Calsy reported:

- 46 • That he was looking forward to the toddler's programs at Northwest that  
47 he would be attending with his grandchildren.  
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- That he was also looking forward to the Chaskinakuy Andean Music group performance on September 20.
- The Master Gardener’s program will start on September 9.

13.4 Commissioner Murphy reported:

- That he had enjoyed an evening of classical music at the Rincon Valley Regional branch recently.
- That the Sonoma County Book Festival is Saturday, September 16, and the Friends of the Library will have a booth at the festival.

13.5 Commissioner Bertucci reported:

- That she was concerned that an Interim Branch Manager had not been appointed, and nearly three months have passed. Public Services Manager Kiyoko Okazaki responded that the branch manager’s responsibilities have been divided between three of the Librarians, and the Library has extended the recruiting for the position.

13.6 Commissioner Kunde reported:

- That the Sonoma Valley Friends group raised the highest amount ever at their recent book sale \$9,650.

**DATE AND TIME OF NEXT MEETING**

Date: Wednesday, October 4, 2006  
 Time: 6:30 p.m. – Service Awards Ceremony – Forum Room  
 7:30 p.m. – Commission meeting  
 Location: Central Santa Rosa Board Room

**ADJOURNMENT**

The meeting adjourned at approximately 9:23 p.m. by acclamation.

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Clerk